

IN THE SHAKER HEIGHTS MUNICIPAL COURT  
CUYAHOGA COUNTY, OHIO

Dear Traffic or Criminal Defendant:                   CASE NO. \_\_\_\_\_

In light of the current pandemic and its implications for public health and safety, by order of the Shaker Heights Municipal Court Judge, your pretrial proceedings will be conducted with the **Michael Cicero**, Chief Prosecutor or a designee via telephone and not in person.

**While you are not required to personally appear in court for your scheduled pretrial, your participation in this telephone pretrial process is not optional. It is, in fact, a court order and your personal participation is required. (The prosecutor is under no obligation to conduct this pretrial with anyone other than YOU or a licensed Ohio attorney who is representing you.)**

**Your failure to participate could result in your being held in contempt of court and expose you to additional fines, costs or jail!**

**Your telephone pretrial is set for \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. This date and time will NOT be continued without a timely request filed with the court for a continuance AND the granting of that continuance by the Judge.**

During your telephone pretrial, you will have an opportunity to discuss:

1. A plea to the charges you are facing and the potential consequences;
2. Amendment of your traffic offense to a zero point violation, where applicable;
3. Amendment of your criminal offense to another agreed upon offense;
4. Any defense(s) to the charges that you might believe are appropriate;
5. How to lawfully exchange information with the Prosecutor's Office;
6. What occurs if you and the Prosecutor's Office are unable to reach an agreement that resolves your matter;
7. The court's process on addressing your ability to pay fines and costs.

For your pretrial, the Prosecutor will contact you at the phone number the court has on file. Please be patient and courteous recognizing that circumstances may necessitate the Prosecutor or a designee contacting you at a later time than is scheduled to conduct your telephone pretrial. If you do not receive a phone call from the Prosecutor or designee on the day that you are scheduled for a pretrial, it is your responsibility to contact the Prosecutor on the next business day. Contact information for Prosecutors is on the back of this form.

The meaningful and serious cooperation by the parties in this telephonic pretrial process will further the court's business in a manner close to in-person participation but with regard to the public safety during this challenging time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge

## **PROSECUTORS**

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